

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
STATEWIDE WEEKLY VACANCY REPORT

Start Date:
11/14/11

Deadline Date:
11/23/11

In compliance with West Virginia Code, Chapter 29, Article 6, Section 24, the attached job vacancy announcements are hereby posted.

MOTOR VEHICLES X
PUBLIC TRANSIT
STATE RAIL AUTHORITY
TRANSPORTATION
OFFICE ADMIN HEARING

HIGHWAYS

DISTRICTS

One	Two	Three	Four	Five	Six	Seven	Eight	Nine	Ten
X	X	X	X		X		X		

Executive	_____	Contract Administration	_____
Office Services	_____	Legal	<u>X</u>
Finance	_____	Human Resources	_____
Equal Employment	_____	Traffic Engineering	_____
Engineering	_____	Communications Division	_____
Right of Way	_____	Program Planning and Administration Division	_____
Information Services	_____	Auditing	_____
Maintenance	_____	State Rail Authority	_____
Equipment	_____	Materials Control, Soil and Testing Division	_____
Budget	_____	Aeronautics	_____

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OFFICE ASSISTANT III
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
MANAGEMENT SERVICES
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: ASSIST CUSTOMERS WITH TRACKING SIGNATURE MAIL.
PROCESS TITLES AND ASSIGN NUMBERS TO TITLES.
RECONCILE CHECKS AGAINST REPORTS FOR DATA ENTRY.
PROCESS VEHICLE REGISTRATION RENEWALS. FILE
SHERIFF, VEHICLE, RETURNED CHECKS, SIGNATURE
REPORTS AND MAIL TRACKING. AUDIT VEHICLE
REGISTRATION RENEWALS AND PREPARE REPORTS FOR
DEPOSIT. DRIVE TO POST OFFICE AND PICK UP MAIL.
DELIVER MAIL TO OTHER DMV DEPARTMENTS. OPERATE
POSTAGE MACHINE. ASSIST IN TRAINING NEW
EMPLOYEES. RUN POSTAGE MACHINE AND DELIVER MAIL
WHICH INCLUDES STANDING, WALKING AND LIFTING UP
TO 25 LBS. WORK HOURS MAY VARY DEPENDING ON THE
DUTIES ASSIGNED. WORK SCHEDULE MONDAY-FRIDAY
BETWEEN 6:30 A.M. AND 4:00 P.M.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL
OR THE EQUIVALENT.
EXPERIENCE: FOUR (4) YEARS OF FULL-TIME OR
EQUIVALENT PART-TIME PAID EXPERIENCE PERFORMING
ROUTINE OFFICE WORK.
SUBSTITUTION: COLLEGE HOURS, RELATED BUSINESS
SCHOOL, OR VOCATIONAL TRAINING MAY BE SUBSTITUTED
THROUGH AN ESTABLISHED FORMULA FOR THE REQUIRED
EXPERIENCE.

SALARY: PAY GRADE 007 \$20,472.00 - \$37,884.00

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TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
 JERRY CONRAD
 WV DIVISION OF MOTOR VEHICLES
 5707 MACCORKLE AVE., SE
 CHARLESTON, WV 25317

PLEASE INCLUDE POSTING NUMBER DOT1200049 ON APPLICATION

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ADMINISTRATIVE SERVICES MANAGER I
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
LEGAL DIVISION
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: ADSVMG1 - THE SUCCESSFUL CANDIDATE WILL SERVE AS THE LEGAL DIVISION'S ADMINISTRATIVE SERVICES MANAGER 1 WHO MANAGES THE ADMINISTRATIVE AND CLERICAL SUPPORT UNIT, INCLUDING SECRETARIES, THE PARALEGAL AND THE ADMINISTRATIVE SERV ASST III. ASSIGNS SECRETARIES TO ATTORNEYS; CONDUCTS TRAINING AND IDENTIFIES STAFF DEVELOPMENT NEEDS; EVALUATES UNIT OPERATION; AND DEVELOPS PROCEDURES APPLICABLE TO THE UNIT AND DIVISION. OVERSEES PAYROLL, PERSONNEL AND FINANCE FUNCTIONS FOR THE DIVISION; ASSISTS IN THE HIRING OF PROSPECTIVE EMPLOYEES; DEVELOPS BUDGETS FOR THE DIVISION AND CONDUCTS BUDGETING OPERATIONS; CONDUCTS PURCHASING AND BUSINESS OPERATIONAL FUNCTIONS RELATING TO PERSONNEL SERVICES, SUPPLIES AND EQUIPMENT; DIRECTS CLERICAL PERSONNEL IN THEIR SUPPORT OF NUMEROUS ATTORNEYS. OTHER DUTIES INCLUDE BUT ARE NOT LIMITED TO: RESEARCHING, COLLECTING AND SUMMARIZING LAWS AND OTHER INFORMATION FOR REVIEW BY COUNSEL; CORRESPONDING WITH DISTRICT ATTORNEYS AND OTHER COUNSEL HIRED BY THE DIVISION AND MANAGING CONTRACTS. SIGNIFICANT, SUCCESSFUL MANAGERIAL EXPERIENCE REQUIRED. PERFORMS SIMILAR OR RELATED WORK AS REQUIRED. MUST POSSESS EXCELLENT WRITTEN AND ORAL COMMUNICATION SKILL AND BE ABLE TO WORK WITH AND MAINTAIN CONFIDENTIAL INFORMATION. MUST BE PROFICIENT IN MICROSOFT OFFICE SUITE, INCLUDING WORD, EXCEL, ACCESS AND POWERPOINT.

REQUIREMENTS: TRAINING: GRADUATION FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY WITH A DEGREE IN THE AREA OF ASSIGNMENT.
SUBSTITUTION: EXPERIENCE AS DESCRIBED BELOW MAY SUBSTITUTE FOR THE TRAINING REQUIREMENT ON A

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YEAR-FOR-YEAR BASIS.
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT
PART-TIME PAID ADMINISTRATIVE OR SUPERVISORY
EXPERIENCE IN THE AREA OF ASSIGNMENT.
SPECIAL REQUIREMENTS: A VALID WEST VIRGINIA
DRIVER'S LICENSE MAY BE REQUIRED.

SALARY: PAY GRADE 016 \$33,036.00 - \$61,128.00

DEADLINE: JANUARY 01, 0001

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
ANTHONY HALKIAS
WVDOH - LEGAL DIVISION
CAPITOL COMPLEX
BLDG 5, ROOM A-519
CHARLESTON, WV 25305

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TRANSPORTATION CREW SUPERVISOR II
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT ONE
SAINT ALBANS HEADQUARTERS
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TRCRSV2 - THIS POSITION IS A WORKING CREW SUPERVISOR POSITION. THIS EMPLOYEE WILL FUNCTION AS THE ASSISTANT TO THE COUNTY HIGHWAY ADMINISTRATOR, ORGANIZING CREW MEMBERS, REVIEWING EQUIPMENT NEEDS AND REPAIR REQUESTS, REVIEWING MATERIALS NEEDED AND USED, COMPLETE EMPLOYEE TIME RECORDS, CHECK COMPLIANTS AND INSPECT HIGHWAYS TO DETERMINE REPAIR WORK NEEDED, SERVE AS THE COUNTY CHIEF COMPLIANCE OFFICIAL TO THE EQUIPMENT OPERATOR POLICY, REVIEW AND UPDATE CORE PLAN WORKBOOK AND SPREADSHEET, PREPARE OM-41 AND CROSS CHECK THAT IT IS IN COMPLIANCE TO CORE PLAN ACTIVITIES DURING THAT TIME PERIOD AND OTHER RELATED ADMINISTRATIVE MATTERS. WILL ALSO OVERSEE AND CHECK THE PROGRESS AND QUALITY OF WORK BEING PERFORMED AND TRAIN NEW CREW MEMBERS. WILL BE RESPONSIBLE FOR COMPLETING EMPLOYEE PERFORMANCE EVALUATIONS. WILL BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER. PERFORMS RELATED DUTIES AS REQUIRED.

REQUIREMENTS: TRAINING: GRADUTATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: FIVE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME EXPERIENCE IN HIGHWAY CONSTRUCTION OR HIGHWAY MAINTENANCE, ONE YEAR MUST HAVE BEEN IN A SUPERVISORY CAPACITY.
PROMOTIONAL ONLY: SEVEN YEARS OF FULL-TIME OR EQUIVALENT PART-TIME EXPERIENCE IN HIGHWAY CONSTRUCTION OR HIGHWAY MAINTENANCE, OR IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION, TWO YEARS OF WHICH MUST HAVE BEEN IN A SUPERVISORY CAPACITY, MAY BE SUBSTITUTED FOR THE ABOVE TRAINING AND EXPERIENCE.

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SPECIAL REQUIREMENT: A VALID WEST VIRGINIA
MOTOR VEHICLE OPERATOR'S LICENSE OR A COMMERCIAL
DRIVER'S LICENSE MAY BE REQUIRED AFTER EMPLOYMENT.

SALARY: PAY GRADE 013 \$27,732.00 - \$51,312.00

DEADLINE: NOVEMBER 30, 2011

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
JOHN MCBRAYER
WVDOH - DISTRICT ONE
1334 SMITH STREET
CHARLESTON, WV 25301

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TRANSPORATION WORKER 2
CLASSIFIED POSITION VACANCIES 002

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT ONE
ELKVIEW HEADQUARTERS
LINCOLN

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2EQOP - AN EMPLOYEE IN THIS CLASSIFICATION WORKS UNDER GENERAL SUPERVISION OPERATING A VARIETY OF EQUIPMENT SUCH AS A FRONT END LOADER, BOOM MOWER, AND TANDEM AXLE TRUCK IN THE CONSTRUCTION AND MAINTENANCE OF HIGHWAYS. THIS POSITION WILL ALSO PERFORM GENERAL LABOR WORK ASSOCIATED WITH HIGHWAYS. MAY BE EXPOSED TO HAZARDOUS WORK CONDITIONS AND INCLEMENT WEATHER. PERFORMS RELATED WORK AS REQUIRED. CDL REQUIRED.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE IN AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE OR METAL WORK. FOR BRIDGE MAINTENANCE POSITIONS SIX MONTHS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION.
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE.
SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION: EQUIPMENT OPERATION CERTIFICATE FROM AN ACCREDITED COMMERCIAL DRIVERS LICENSE PROGRAM BY NORTH CENTRAL ASSOCIATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS EXPERIENCE. OR A VALID CLASS A OR CLASS B COMMERCIAL DRIVER'S LICENSE IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS OF EXPERIENCE.
SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF HIGHWAY

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MAINTENANCE: HIGHWAY MAINTENANCE CERTIFICATE/
COMPLETION OF AN APPROVED TRAINING COURSE IN
SKILLED TRADES PLUS THE ROADS SCHOLAR TRAINING
COURSE BY THE TECHNOLOGY TRANSFER ENTER AT WEST
VIRGINIA UNIVERSITY SHALL BE ACCEPTED FOR THE
REQUIRED EXPERIENCE.

SPECIAL REQUIREMENTS: (1) A VALID MOTOR
VEHICLE OPERATOR'S LICENSE; (2) A VALID
CLASS A OR B COMMERCIAL DRIVER'S LICENSE IS
REQUIRED IN THE AREA OF ASSIGNMENT OF EQUIPMENT
OPERATION, AND MAY BE REQUIRED IN BRIDGE
MAINTENANCE, EQUIPMENT REPAIR AND HIGHWAY
MAINTENANCE AND BRIDGE MAINTENANCE, AT THE
DISCRETION OF THE APPOINTING AUTHORITY; (3) SOME
POSITIONS IN THE CLASS MAY REQUIRE CERTIFICATION
IN THE ASSIGNED AREAS AFTER APPOINTMENT;
(4) SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION
FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION
AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN
AIR ACT ON REFRIGERANT RECYCLING.

SALARY: PAY GRADE 11H \$10.55 - \$18.69

DEADLINE: NOVEMBER 23, 2011

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
JOHN MCBRAYER
WVDOH - DISTRICT ONE
1334 SMITH STREET
CHARLESTON, WV 25301

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TRANSPORTATION WORKER 1
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT ONE
ELKVIEW HEADQUARTERS
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW1CW - AN EMPLOYEE IN THIS POSITION WILL PERFORM UNSKILLED TO SEMI-SKILLED WORK IN THE MAINTENANCE OF HIGHWAYS, BRIDGES AND RELATED STRUCTURES. WILL USE LIGHT MOTORIZED HIGHWAY MAINTENANCE EQUIPMENT TO REPAIR, REPLACE CONCRETE AND BITUMINOUS ROAD SURFACES, CLEAN CULVERTS, REPAIR SHOULDERS, FLAG TRAFFIC, PICK UP TRASH AND DEBRIS AND ASSIST HIGHWAY EQUIPMENT OPERATOR AND HIGHER LEVEL CRAFT WORKERS. THIS EMPLOYEE MAY ALSO OPERATE EQUIPMENT THAT DOES NOT REQUIRE A COMMERCIAL DRIVER'S LICENSE. MAY BE EXPOSED TO INCLEMENT WEATHER AND HAZARDOUS WORKING CONDITIONS. A CDL MAY BE REQUIRED AFTER EMPLOYMENT. PERFORMS RELATED WORK AS REQUIRED.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.
SPECIAL REQUIREMENT: A VALID MOTOR VEHICLE LICENSE IS REQUIRED. A COMMERCIAL DRIVER'S LICENSE MAY BE REQUIRED AFTER EMPLOYMENT.

SALARY: PAY GRADE 10H \$9.73 - \$17.35

DEADLINE: NOVEMBER 23, 2011

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
JOHN MCBRAYER
WVDOH - DISTRICT ONE
1334 SMITH STREET
CHARLESTON, WV 25301

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TRANSPORTATION WORKER 2
CLASSIFIED POSITION VACANCIES 002

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT TWO
DISTRICT 2 SIGN SHOP
CABELL

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2 CRAFT WORKER - UNDER GENERAL SUPERVISION, AT THE FULL PERFORMANCE LEVEL, PERFORMS SKILLED WORK AS A MEMBER OF A CREW INSTALLING AND REMOVING SIGN POSTS; ERECTING TRAFFIC CONTROL SIGNS AND BARRICADES ON CONSTRUCTION AND MAINTENANCE PROJECTS. PERFORMS HIGHWAY CODING AND APPLIES PAVEMENT MARKINGS. DRIVES VEHICLES TO TRANSPORT PERSONNEL AND EQUIPMENT TO AND FROM JOB SITES. WILL BE EXPOSED TO INCLEMENT WEATHER AND HAZARDOUS WORKING CONDITIONS IN HIGHWAY WORK ZONES.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE IN AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE OR METAL WORK. FOR BRIDGE MAINTENANCE POSITIONS SIX MONTHS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION.
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE.
SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION: EQUIPMENT OPERATION CERTIFICATE FROM AN ACCREDITED COMMERCIAL DRIVERS LICENSE PROGRAM BY NORTH CENTRAL ASSOCIATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS EXPERIENCE. OR A VALID CLASS A OR CLASS B COMMERCIAL DRIVER'S LICENSE IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS OF EXPERIENCE.

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SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF HIGHWAY MAINTENANCE: HIGHWAY MAINTENANCE CERTIFICATE/ COMPLETION OF AN APPROVED TRAINING COURSE IN SKILLED TRADES PLUS THE ROADS SCHOLAR TRAINING COURSE BY THE TECHNOLOGY TRANSFER ENTER AT WEST VIRGINIA UNIVERSITY SHALL BE ACCEPTED FOR THE REQUIRED EXPERIENCE.

SPECIAL REQUIREMENTS: (1) A VALID MOTOR VEHICLE OPERATOR'S LICENSE; (2) A VALID CLASS A OR B COMMERCIAL DRIVER'S LICENSE IS REQUIRED IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION, AND MAY BE REQUIRED IN BRIDGE MAINTENANCE, EQUIPMENT REPAIR AND HIGHWAY MAINTENANCE AND BRIDGE MAINTENANCE, AT THE DISCRETION OF THE APPOINTING AUTHORITY; (3) SOME POSITIONS IN THE CLASS MAY REQUIRE CERTIFICATION IN THE ASSIGNED AREAS AFTER APPOINTMENT; (4) SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN AIR ACT ON REFRIGERANT RECYCLING.

SALARY: PAY GRADE 11H \$10.55 - \$18.69

DEADLINE: NOVEMBER 23, 2011

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
SCOTT EPLIN
WVDOH - DISTRICT TWO
801 MADISON AVE
HUNTINGTON, WV 25704

PLEASE INCLUDE POSTING NUMBER DOT1200224 ON APPLICATION

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TRANSPORTATION WORKER 2
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT THREE
CALHOUN COUNTY HEADQUARTERS
CALHOUN

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2EQOP - UNDER GENERAL SUPERVISION, EMPLOYEE WILL OPERATE MEDIUM SIZED EQUIPMENT SUCH AS SINGLE OR TANDEM AXLE DUMP TRUCKS, ASPHALT DISTRIBUTOR, RUBBER TIRE ENDLOADER, ROLLER, TRENCH MACHINE, MOWERS, CULVERT CLEANER, SNOW PLOW AND SPREADERS. MAY OPERATE OTHER RELATED HIGHWAY EQUIPMENT AS TRAINING PERMITS. PERFORMS RELATED WORK AS REQUIRED SUCH AS FLAGGING, SHOVELING MATERIALS, CLEANING CULVERTS, MOWING, BRUSH CUTTING, LITTER PICKUP, CLEANING EQUIPMENT, AND JANITORIAL WORK. MAKES MINOR MECHANIC REPAIRS SUCH AS CHANGING TIRES, BLADES, OR FILTERS. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE IN AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE OR METAL WORK. FOR BRIDGE MAINTENANCE POSITIONS SIX MONTHS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION.
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE.
SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION: EQUIPMENT OPERATION CERTIFICATE FROM AN ACCREDITED COMMERCIAL DRIVERS LICENSE PROGRAM BY NORTH CENTRAL ASSOCIATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS

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EXPERIENCE. OR A VALID CLASS A OR CLASS B COMMERCIAL DRIVER'S LICENSE IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS OF EXPERIENCE. SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF HIGHWAY MAINTENANCE: HIGHWAY MAINTENANCE CERTIFICATE/ COMPLETION OF AN APPROVED TRAINING COURSE IN SKILLED TRADES PLUS THE ROADS SCHOLAR TRAINING COURSE BY THE TECHNOLOGY TRANSFER CENTER AT WEST VIRGINIA UNIVERSITY SHALL BE ACCEPTED FOR THE REQUIRED EXPERIENCE.

SPECIAL REQUIREMENTS: (1) A VALID MOTOR VEHICLE OPERATOR'S LICENSE; (2) A VALID CLASS A OR B COMMERCIAL DRIVER'S LICENSE IS REQUIRED IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION, AND MAY BE REQUIRED IN BRIDGE MAINTENANCE, EQUIPMENT REPAIR AND HIGHWAY MAINTENANCE AND BRIDGE MAINTENANCE, AT THE DISCRETION OF THE APPOINTING AUTHORITY; (3) SOME POSITIONS IN THE CLASS MAY REQUIRE CERTIFICATION IN THE ASSIGNED AREAS AFTER APPOINTMENT; (4) SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN AIR ACT ON REFRIGERANT RECYCLING.

SALARY: PAY GRADE 11H \$10.55 - \$18.69

DEADLINE: NOVEMBER 23, 2011

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
JAMES ROTEN
WVDOH - DISTRICT THREE
624 DEPOT STREET
PARKERSBURG, WV 26101

PLEASE INCLUDE POSTING NUMBER DOT1200331 ON APPLICATION

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TRANSPORTATION WORKER 2
CLASSIFIED POSITION VACANCIES 002

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT FOUR
DISTRICT 4 BRIDGE DEPARTMENT
HARRISON

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2BMW - AN EMPLOYEE IN THIS CLASSIFICATION WILL WORK UNDER GENERAL SUPERVISION PERFORMING SKILLED WORK IN THE CONSTRUCTION AND MAINTENANCE OF BRIDGES AND STRUCTURES, PATCHING BRIDGE DECKS, INSTALLING STEEL PILING, STEEL REINFORCING BARS, PLACING AND FINISHING CONCRETE, SET STEEL AND CONCRETE BEAMS, DRIVING DUMP TRUCKS AND VEHICLES TO TRANSPORT PERSONNEL, MATERIALS, OR EQUIPMENT TO AND FROM WORK SITES. MUST HAVE THE ABILITY TO CLIMB HIGH STEEL STRUCTURES AND OPERATE SMALL HAND POWER TOOLS. MAY BE EXPOSED TO INCLEMENT WEATHER AND HAZARDOUS WORKING CONDITIONS. PERFORMS RELATED WORK AS REQUIRED.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE IN AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE OR METAL WORK. FOR BRIDGE MAINTENANCE POSITIONS SIX MONTHS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION.
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE.
SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION: EQUIPMENT OPERATION CERTIFICATE FROM AN ACCREDITED COMMERCIAL DRIVERS LICENSE PROGRAM BY NORTH CENTRAL ASSOCIATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS EXPERIENCE. OR A VALID CLASS A OR CLASS B

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COMMERCIAL DRIVER'S LICENSE IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS OF EXPERIENCE. SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF HIGHWAY MAINTENANCE: HIGHWAY MAINTENANCE CERTIFICATE/ COMPLETION OF AN APPROVED TRAINING COURSE IN SKILLED TRADES PLUS THE ROADS SCHOLAR TRAINING COURSE BY THE TECHNOLOGY TRANSFER CENTER AT WEST VIRGINIA UNIVERSITY SHALL BE ACCEPTED FOR THE REQUIRED EXPERIENCE.

SPECIAL REQUIREMENTS: (1) A VALID MOTOR VEHICLE OPERATOR'S LICENSE; (2) A VALID CLASS A OR B COMMERCIAL DRIVER'S LICENSE IS REQUIRED IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION, AND MAY BE REQUIRED IN BRIDGE MAINTENANCE, EQUIPMENT REPAIR AND HIGHWAY MAINTENANCE AND BRIDGE MAINTENANCE, AT THE DISCRETION OF THE APPOINTING AUTHORITY; (3) SOME POSITIONS IN THE CLASS MAY REQUIRE CERTIFICATION IN THE ASSIGNED AREAS AFTER APPOINTMENT; (4) SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN AIR ACT ON REFRIGERANT RECYCLING.

SALARY: PAY GRADE 11H \$10.55 - \$18.69

DEADLINE: NOVEMBER 23, 2011

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
GREG PHILLIPS
WVDOH - DISTRICT FOUR
PO BOX 4220
CLARKSBURG, WV 26302

PLEASE INCLUDE POSTING NUMBER DOT1200426 ON APPLICATION

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HIGHWAY ENGINEER
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT SIX
DISTRICT 6 MAINTENANCE
MARSHALL

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: HWENGNR-UNDER LIMITED SUPERVISION, PERFORMS
PROFESSIONAL ENGINEERING WORK AT THE EXPERT LEVEL
AS A STAFF ASSISTANT TO THE DISTRICT
ENGINEER/MANAGER, OR AS THE ADMINISTRATIVE HEAD OF
A MAJOR ENGINEERING SPECIALTY. THE
RESPONSIBILITIES OF THE INCUMBENT MAY EXTEND TO
DEVELOPING AND IMPLEMENTING WORKING POLICIES AND
PROCEDURES FOR THE AREA OF ASSIGNMENT. INCUMBENT
MAY BE RESPONSIBLE FOR ORGANIZING, STAFFING,
ADMINISTERING PROGRAMS, AND PROVIDING DAY-TO-DAY
DIRECTION ACCORDING TO THE NEEDS OF THE OPERATION
AND THE PROCEDURES OF THE DEPARTMENT. PERFORMS
RELATED WORK AS REQUIRED.

REQUIREMENTS: TRAINING: CURRENT LICENSE AS A REGISTERED
PROFESSIONAL ENGINEER IN WEST VIRGINIA.
EXPERIENCE: SEVEN YEARS OF PROFESSIONAL HIGHWAY
ENGINEERING EXPERIENCE INVOLVING THE DESIGN,
CONSTRUCTION, OR MAINTENANCE OF HIGHWAYS.
NOTE: THE EXPERIENCE MAY HAVE BEEN ACQUIRED
AFTER THE BACHELOR'S DEGREE BUT MAY HAVE
OCCURRED BEFORE OR AFTER REGISTRATION AS A
PROFESSIONAL ENGINEER.
SUBSTITUTION: MASTER'S OF SCIENCE DEGREE IN
CIVIL ENGINEERING FROM A REGIONALLY ACCREDITED
COLLEGE OR UNIVERSITY MAY BE SUBSTITUTED FOR ONE
YEAR OF THE REQUIRED EXPERIENCE. NON-HIGHWAY
PROFESSIONAL ENGINEERING EXPERIENCE MAY BE
SUBSTITUTED FOR THE HIGHWAY ENGINEERING
EXPERIENCE AT THE RATE OF TWO YEARS OF
GENERAL EXPERIENCE FOR ONE YEAR OF HIGHWAY
RELATED EXPERIENCE.

SALARY: PAY GRADE 023 \$50,676.00 - \$93,756.00

DATE: NOVEMBER 21, 2011
DOT1200628
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DEADLINE: NOVEMBER 30, 2011

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
DANIEL SIKORA
WVDOH - DISTRICT SIX
1 DOT DRIVE
MOUNDSVILLE, WV 26041

PLEASE INCLUDE POSTING NUMBER DOT1200628 ON APPLICATION

DATE: NOVEMBER 21, 2011
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BRIDGE SAFETY INSPECTOR I
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT SIX
DISTRICT 6 BRIDGE DEPARTMENT
MARSHALL

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: BRSFIN1-UNDER DIRECT SUPERVISION, EMPLOYEE
PERFORMS BEGINNING LEVEL BRIDGE SAFETY INSPECTION
WORK AS A MEMBER OF A HIGHWAY BRIDGE SAFETY
INSPECTION TEAM. RIGS SCAFFOLDS AND LADDERS TO
PROVIDE ACCESS TO BRIDGE STRUCTURE. CHIPS DIRT
AND SCALE FROM BRIDGE MEMBERS. WORKS WITH OTHER
MEMBERS TO OBTAIN DIMENSIONS AND OTHER DETAILS OF
THE BRIDGE. TAKE PHOTOGRAPHS OF BRIDGE
DETERIORATION. DOCUMENTS FINDINGS AS PART OF AN
EVALUATION PROGRAM TO DETERMINE STRUCTURAL
INTEGRITY AND SAFETY OF BRIDGES. HAZARDOUS
WORKING CONDITIONS INVOLVE CLIMBING, EXPOSURE TO
SEVERE WEATHER CONDITIONS. RELATED DUTIES AS
REQUIRED.

REQUIREMENTS: TRAINING: EDUCATION EQUIVALENT TO GRADUATION FROM
A STANDARD FOUR-YEAR HIGH SCHOOL.
SPECIAL REQUIREMENTS: POSSESSION OF A VALID
DRIVER'S LICENSE.
NOTE: PREFERENCE IN APPOINTMENT MAY BE GIVEN TO
APPLICANTS WITH (1) SUCCESSFUL COMPLETION COURSE
IN ALGEBRA, PLANE GEOMETRY, DRAFTING, OR
MECHANICAL DRAWING OR (2) CERTIFICATION AS A
TECHNICIAN-IN-TRAINING BRIDGE BY THE NATIONAL
INSTITUTE FOR CERTIFICATION IN ENGINEERING
TECHNOLOGIES (NICET).

SALARY: PAY GRADE 008 \$21,504.00 - \$39,792.00

DEADLINE: NOVEMBER 30, 2011

DATE: NOVEMBER 21, 2011
DOT1200629
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TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
 DANIEL SIKORA
 WVDOH - DISTRICT SIX
 1 DOT DRIVE
 MOUNDSVILLE, WV 26041

 PLEASE INCLUDE POSTING NUMBER DOT1200629 ON APPLICATION

DATE: NOVEMBER 14, 2011
DOT1200820
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TRANSPORTATION WORKER 2
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT 8
DISTRICT 8 BRIDGE DEPARTMENT
RANDOLPH

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2BMW - UNDER GENERAL SUPERVISION, AT THE FULL PERFORMANCE LEVEL, PERFORMS SKILLED WORK IN A BRIDGE REPAIR CREW INCLUDING CONSTRUCTING CONCRETE FORMS, POUR AND VIBRATE CONCRETE, INSTALL AND TIE REBAR, INSTALL PILING, AND PLACE AND NAIL LUMBER. MUST BE ABLE TO CLIMB HIGH STEEL STRUCTURES. PERFORMS RELATED WORK IN THE CONSTRUCTION AND MAINTENANCE OF BRIDGES. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER. PERFORMS RELATED WORK AS REQUIRED. PREFERENCE GIVEN TO APPLICANT WITH CDL LICENSE.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE IN AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE OR METAL WORK. FOR BRIDGE MAINTENANCE POSITIONS SIX MONTHS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION.
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE.
SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION: EQUIPMENT OPERATION CERTIFICATE FROM AN ACCREDITED COMMERCIAL DRIVERS LICENSE PROGRAM BY NORTH CENTRAL ASSOCIATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS EXPERIENCE. OR A VALID CLASS A OR CLASS B COMMERCIAL DRIVER'S LICENSE IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION WILL SUBSTITUTE

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FOR THE REQUIRED 2 (TWO) YEARS OF EXPERIENCE.
SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF HIGHWAY
MAINTENANCE: HIGHWAY MAINTENANCE CERTIFICATE/
COMPLETION OF AN APPROVED TRAINING COURSE IN
SKILLED TRADES PLUS THE ROADS SCHOLAR TRAINING
COURSE BY THE TECHNOLOGY TRANSFER ENTER AT WEST
VIRGINIA UNIVERSITY SHALL BE ACCEPTED FOR THE
REQUIRED EXPERIENCE.

SPECIAL REQUIREMENTS: (1) A VALID MOTOR
VEHICLE OPERATOR'S LICENSE; (2) A VALID
CLASS A OR B COMMERCIAL DRIVER'S LICENSE IS
REQUIRED IN THE AREA OF ASSIGNMENT OF EQUIPMENT
OPERATION, AND MAY BE REQUIRED IN BRIDGE
MAINTENANCE, EQUIPMENT REPAIR AND HIGHWAY
MAINTENANCE AND BRIDGE MAINTENANCE, AT THE
DISCRETION OF THE APPOINTING AUTHORITY; (3) SOME
POSITIONS IN THE CLASS MAY REQUIRE CERTIFICATION
IN THE ASSIGNED AREAS AFTER APPOINTMENT;
(4) SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION
FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION
AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN
AIR ACT ON REFRIGERANT RECYCLING.

SALARY: PAY GRADE 11H \$10.55 - \$18.69

DEADLINE: NOVEMBER 23, 2011

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
MICHAEL MORAN
WVDOH - DISTRICT EIGHT
PO BOX 1516
ELKINS, WV 26241

PLEASE INCLUDE POSTING NUMBER DOT1200820 ON APPLICATION